

## Family Readiness Group Sanction

A Family Readiness Group (FRG) sanction is a formal document done in collaboration between the commander and the lead volunteer (with input from the entire FRG). The sanction states the FRG's purpose, defines its goals and establishes responsibilities (who does what). It also identifies the unit family readiness representative (commander's representative) and lead volunteer. Further, activities and functions that support the purpose and goals are listed. Provisions for evaluation of the FRG are included to encourage periodic reviews of purposes and goals to meet the changing needs of the unit. It is signed by the lead volunteer and unit commander and requires review and updating when commanders or lead volunteers change. A copy is maintained in the unit Commander's Family Readiness (Purple) Binder and at the State Family Readiness Office. It is an inspectible item reviewed during OIP inspections.  
(See Example below)

(UNIT NAME)  
FAMILY READINESS GROUP SANCTION

**1. PURPOSE.** Statement outlining the purpose of your Family Readiness Group.

**2. GOALS:**

A. List the goals that your group will strive to achieve.

B. Your goals can and should be revised as needed. This guideline should not be considered to be “in concrete”. It can change as your group will change.

**3. RESPONSIBILITIES:**

A. A general statement of the responsibilities of the military chain of command.

B. Duties of the commander. These should be very broad and general since the commander will appoint a single point of contact on his/her behalf.

C. Duties of the Unit POC (Point of Contact). These duties should be more specific, but would allow for unforeseen situations. Should outline the assistance that the POC would be expected to provide.

D. Duties of the Family Readiness Group. These duties too should be more specific, but not so specific as to stifle individual initiative. They would closely follow the goals of the group.

**4. STRUCTURE/ORGANIZATION.** This paragraph describes how your group will look. It can be shown on a separate page in the form of an organization chart that depicts structure and lines of responsibility.

**5. ACTIVITIES/FUNCTIONS.** List in general terms the scope of activities that the group will provide. You do not want to be too restrictive or aim too high. Allow for growth and change. This section, as any section of this guide, can and should change. Your group will have different needs at different times and your plans should be flexible and adaptable.

**6. EVALUATION.** Provisions should be made for the commander, Unit POC, and family Readiness group leaders to periodically look at the program to determine whether any changes need to be made, for example, in program goal priorities and activities.

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Family Readiness Group Leader

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Commander Signature